

STREET MAINTENANCE SUPERVISOR*Class Definition*

Under direction, supervises maintenance and construction activities on streets, bridges, concrete drainage facilities, and related public works.

Distinguishing Characteristics

Street Maintenance Supervisor I is the first line supervisory class in the Street Maintenance series. An incumbent directs the activities of a crew of Construction Equipment Operators and skilled and semi-skilled workers in street, bridge, and concrete maintenance. Street Maintenance Supervisor I differs from Street Maintenance Leadworker in that incumbents of the latter provide lead direction to a crew. This class differs from Street Maintenance Supervisor II in that the incumbent of the latter has overall responsibility for the field operations of the Street Maintenance Division.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Schedules, assigns, and supervises skilled and semi-skilled workers in street, bridge, and drainage facility maintenance activities, such as, cleaning, patching, resurfacing, and repairing streets, bridges, curbs, sidewalks, and gutters.

Notifies public utilities and the appropriate City departments and divisions of scheduled work.

Recommends selection and retention of subordinate personnel; prepares employee performance evaluations; counsels employees to correct deficiencies; recommends disciplinary actions.

Instructs assigned crews in proper safety procedures; ensures that proper safety equipment is used and proper safety procedures are followed at all times.

Receives, investigates, and resolves complaints from the public.

Supervises and participates in the maintenance of time, material, and equipment use records; requisitions supplies and materials as needed.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the methods, tools, requirements, and operating practices related to the maintenance of street drainage facilities, streets, and concrete bridges.

Knowledge of the types and use of automotive, construction, and related equipment required in maintenance of streets, bridges, concrete, and drainage facilities.

Knowledge of the hazards and safety precautions of the trade and the CAL-OSHA requirements pertaining to street and bridge maintenance work.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Ability to supervise, train, and evaluate subordinate personnel.

Ability to plan and schedule activities for the greatest economy, efficiency, and service.

Ability to prepare and maintain clear and concise records, reports, correspondence, and other written materials.

Ability to make clear oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Minimum Requirements

Two years of field experience in street, bridge, concrete, or drainage facility maintenance or construction work, which included, or is supplemented by, one year of lead or supervisory experience.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____

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+1068/SPEC11